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Local Government Law

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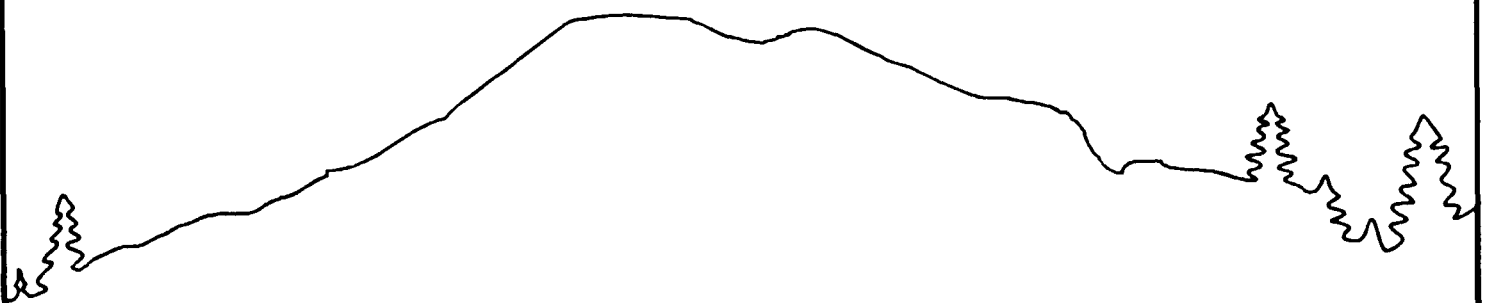
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Washington Legal Researcher's Deskbook 3d



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Introduction

The *Washington Legal Researcher's Deskbook 3d* has been written to assist lawyers, students, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of Washington State and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, Rule 1.1 of the Washington Rules of Professional Conduct (RPC) requires that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association ethics opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, *Smith v. Lewis*, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases

in other jurisdictions have reached a similar result. The Washington Court of Appeals has apparently applied this standard in *Halvorsen v. Ferguson*, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

- 3.1 Knowledge of the Nature of Legal Rules and Institutions;
- 3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
- 3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design

Task Force on Law Schools and the Profession: Narrowing the Gap, *Legal Education and Professional Development—An Educational Continuum* at 138 ("The MacCrate Report") (1992).

The legal researcher of the twenty-first century cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, "Computers Are Required for the Practitioner to Avoid Malpractice," *Wash. St. B. News*, Nov. 1993, at 51; Robert C. Berring, "Technology and the Standard of Care for Legal Research," *Legal Malpractice Rep.*, 1992, at 21. You will find electronic resources noted and discussed throughout the entire *Deskbook*.

The purpose of this *Deskbook* is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, Ann Hemmens describes how to use a law library. From using law li-

baries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I review the formats of legal information and outline a strategy to help the legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. If you must research an area of law you know nothing about, the article reprinted in Appendix II will be extremely useful. If taking good notes is your downfall, be sure to read the note-taking article found in Chapter 2, Appendix III. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter 3, written by Mary Whisner, is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, administrative regulations, case law, case-finding tools, attorney general opinions, citator services, and basic citation formats. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 4, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. This chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in Chapter 5 by Cheryl Rae Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues ad-

ministrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never compiled a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter 6 on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the Legislature's process and includes important tips for accomplishing this research chore efficiently and competently. Researching state initiatives can also be problematic; see the tips included by the author.

A completely new chapter on local government law has been researched and written by Mary Ann Hyatt. After an excellent background of the authority and role played by local governments, Ms. Hyatt analyzes the primary and secondary materials for cities, counties, and special districts.

Historical and archival sources of legal information are new in this edition of the *Deskbook*. In Chapter 8, Cheryl Nyberg and Ann Hemmens have tracked down nearly everything you might need from official documents in the territorial and early statehood periods in Washington.

Chapter 9 is also new to the *Deskbook*. With 36 Indian tribes in Washington State, 6 percent of the state's land held by Indians or Indian tribes, and a growth in tribal self-government, every Washington practitioner should know the basics of Indian law. The chapter reviews federal Indian policy and includes a minimal list of federal, state, and tribal resources that can be used in legal research projects.

"Nonlegal Resources" is the title of Chapter 10 written by Peggy Roebuck Jarrett. In a clear and direct style, the author covers sources that will help you find information about people and organizations, locate factual information, and improve your writing skills.

In the final chapter Jonathan Franklin compiles information about legal resources in Washington.

Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Directories of filing and library service organizations, document delivery services, legal publishers, and Washington legal periodicals complete the informative material found in this section. This chapter will be a great help to those trying to keep their law libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

The *Deskbook's* appendix presents acronyms and abbreviation used throughout this book and that frequently appear in Washington legal materials.

I am very pleased with the high quality of the material you will find within this *Deskbook*. Many thanks to the authors for their tireless work. Special thanks to the general editor, Cheryl Nyberg, who edited all the chapters, created the book's index, and provided the consistency and standard of excellence so necessary for a work like this. Theresa

Knier worked many hours to put our draft material into a final form with a professional touch—thank you! Thanks also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Readers and Washington legal researchers are invited to send comments and suggestions via email to deskbook@u.washington.edu.

Penny A. Hazelton
Seattle, Washington
January 2002

Notes on Using This Book

This section explains citations and references used throughout this book.

Books, Articles, and Legal Citations

The *Deskbook* contains many references to other publications. The authors have used several formats to distinguish categories of material.

Titles of books, periodicals, looseleaf services, CD-ROM products, and similar items generally appear in *italics*. Authors, editors, and compilers are often named and the publisher and year of publication are given. For periodicals and other publications that are issued or updated on a regular basis, the initial year of publication is followed by an open hyphen (e.g., *Washington State Environmental Reporter* (Book Publishing Co., 1974-)).

References to articles include the author(s), the title of the article in quotation marks, and the abbreviated title of the periodical in *italics*. These abbreviations are spelled out in the Appendix: Acronyms and Abbreviations. If the issues of a volume are paginated consecutively, the volume number appears before the title of the publication and the first page number follows the title, with the year of publication in parentheses (e.g., William R. Andersen, "The 1988 Washington Administrative Procedure Act: An Introduction," 64 *Wash. L. Rev.* 781 (1989)). If the issues of a volume are not paginated consecutively, the citation identifies the issue and then the beginning page number (e.g., Nancy Carol Carter, "American Indian Tribal Governments, Law, and Courts," *Legal Ref. Serv. Q.*, No. 2, 2000, at 7). For articles that are available for free on the Internet,

their citations include the Uniform Resource Locators (URLs) (e.g., Eron Berg, "Unpublished Decisions: Routine Cases or Shadow Precedents?," *Wash. St. B. News*, Dec. 2000, at 28, available at <http://www.wsba.org/barnews/2000/12/berg.htm>).

Citations to some legal sources (such as statutes and cases) follow rules set out in *The Bluebook: A Uniform System of Citation*, 17th ed. (Harvard Law Review Association, 2000), with exceptions recommended by the Washington Office of the Reporter of Decisions *Style Sheet*. *The Bluebook* and the *Style Sheet* are described in Chapter 3, Fundamentals of Legal Research in Washington, Section X, Citation Format.

Internet Websites

In less than a decade, the Internet has become a major legal research tool. Thousands of academic, commercial, governmental, organizational, and personal websites contain the text of legal materials and/or guides, indexes, and commentaries on the law. Government agencies at all levels have quickly made the Internet a primary means for communicating with the public.

Throughout this book, URLs identify websites that contain Washington State legal materials. In many cases, "deep links" to pages buried several layers beneath an agency's main homepage have been used to direct readers to the specific location of legal documents and databases. These URLs and the descriptions of website contents were accurate in fall 2001.

Website addresses and contents change frequently, however. If a website address fails and the source is part of the Washington State government, use the "State Agency Index" on Access Washington, <http://access.wa.gov/>, to locate the agency's new URL. Then look for navigation links, a site index, or a search feature to locate specific material. If the source of the website is not part of the Washington State government, pare back the URL to the first slash after the domain name (ending with .com, .edu, or .org). This shortened URL should

take you to the website homepage. For example, the URL for the Gallagher Law Library's collection of legal research guides is <http://lib.law.washington.edu/ref/guides.html>. If you eliminate "/ref/guides.html", you will go to <http://lib.law.washington.edu/>, the Law Library's homepage.

The University of Washington Gallagher Law Library maintains an Internet Legal Resources page, <http://lib.law.washington.edu/research/research.html>, that links to free websites providing Washington State primary law sources, including the constitution, bills, statutes, court opinions, court rules, regulations, administrative agency decisions, and municipal codes. Comparable links for U.S. government sources are also provided. Internet Legal Resources is updated regularly.

LexisNexis and Westlaw

Many chapters describe files and databases found on the two major commercial legal research services, LexisNexis and Westlaw. In some cases, specific libraries and file names are mentioned. For example, Chapter 5, Administrative Decisions and Materials, includes a list of LexisNexis libraries and files containing administrative agency decisions. The reference to "WASH;WAGMHB" includes the LexisNexis library name for Washington (WASH) and a specific file within that library for the decisions of the Growth Management Hearings Boards decisions (WAGMHB). The comparable database on Westlaw is called WA-GMHB.

When no library, file name, or database identifier is given, the researcher may explore several options for finding relevant material. Both services maintain extensive directories of their contents and these directories are available in print and online. The *Westlaw Database Directory* is published annually; the 2001 edition is 842 pages. The online edition is found at <http://directory.westlaw.com/>. The

LexisNexis *Directory of Online Services* is also published annually; the 2001 edition is 736 pages. The "Searchable Directory of Online Sources" is at <http://web.nexis.com/sources/>. The directories are organized by jurisdiction (Washington), type of legal material (Legislation), and subject or practice area (Environmental Law). They also include indexes by title (*Washington Administrative Code*). Users may also contact the customer service representatives to ask about the availability of particular sources and get advice on constructing effective searches. LexisNexis customers may dial (800) 543-6862. The Westlaw Reference Attorneys may be reached at (800) 733-2889.

Because of their expense and complexity, these services are most often used by members of the legal community. Few public law libraries can afford to make these services available. Faculty and students at some colleges and universities may have access to a version of LexisNexis called Lexis-Nexis Academic Universe or a version of Westlaw called Westlaw Campus. These services offer an abbreviated list of certain legal sources, including full-text federal and state cases, statutes, and law reviews. Other users may take advantage of the vendors' credit card options. LexisNexis by Credit Card, http://web.lexis.com/xchange/ccsubs/cc_prods.asp, is available on a "pay as you go" basis. A user may search legal materials (including federal and state cases, constitutions, statutes, court rules, and law reviews). Westlaw's WestDoc program, <http://www.westdoc.com>, allows users with citations to obtain documents by credit card.

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The authors are interested in readers' comments and suggestions. Please contact us by electronic mail at deskbook@u.washington.edu.

Author Biographies

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Local Government Law

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I. Introduction and General Texts on Local Government Law

This chapter describes local governments in Washington and provides information on primary and secondary sources of the law of cities and counties.

The leading multi-volume treatise on local government law is Eugene McQuillin, *The Law of Municipal Corporations* (West Group, 1949-). The hornbook is by Osborne M. Reynolds, Jr., *Handbook of Local Government Law* (West Group, 2001).

Attorneys practicing local government law monitor important issues by reading the monthly *McQuillin Municipal Law Report* (Research Group, Inc., 1981-).

II. Secondary Sources

The Municipal Research & Services Center (MRSC) is a wonderful source for local government information in Washington. The MRSC is a non-profit organization that serves Washington cities and counties by providing them with research and consulting services. The MRSC allows free access to its website, <http://www.mrsc.org/>, where it publishes articles and answers questions about all aspects of local governance. Go to “FAQs” or “Site Index” to look for information about the subject you are researching.

In addition to background information, the MRSC website provides access to many city and county codes, ordinances, and local government documents such as agreements, contracts, job descriptions, and municipal forms. See Appendices I and II, below.

The MRSC also maintains an extensive print collection of local ordinances, city and county codes, budgets and financial reports, comprehensive plans and zoning codes, and other documents. Though library services are intended primarily for officials and employees of member cities and counties, anyone may make an appointment to use them by phoning (206) 625-1300. Library materials are for reference use only.

A. Background on Local Governments

Washington has three levels of local government. Cities and counties are general service providers, while special districts deliver specific limited services. Cities are established by incorporation around a population center. Counties are area-wide legal subdivisions that cover the state. City boundaries can change through annexation, but counties have fixed boundaries. In all, there are 39 counties, 279 cities and towns, and over 40 types of special purpose districts.

For an examination of the various levels of local government and how they work together, see David C. Nice, John C. Pierce & Charles H. Sheldon, eds., *Government and Politics in the Evergreen State* (Washington State University Press, 1992). *The History of Washington's Local Governments* (Washington State Local Governance Study Commission, 1987) gives background on formation and authority.

1. Role of Washington State

Washington state law entrusts cities and counties with specific rights and duties that the U.S. Constitution gives to the state. Article XI, §11 of the Washington Constitution delegates the police power, giving cities and counties the authority to regulate activities for the protection of public health and safety. Local regulations, however, may not conflict with state laws according to Const. art. XI, §11. In addition, the Washington Supreme Court requires regulations enacted by authority of a local government's police power to be reasonable, *Petstel, Inc. v. King County*, 77 Wn.2d 144, 459 P.2d 937 (1969).

State agencies are often involved in local policy development. Two agencies in particular influence local decision-making. The State Auditor prescribes local procedures for budgeting and accounting and conducts audits to determine compliance. The Office of Community Development serves local governments by providing technical assistance, distributing grant funds, and recommending state legislation that affects local government.

2. Cities

Article XI, §10 of the Washington Constitution authorizes the Legislature to provide for the incorporation of cities, to be classified by population size. RCW Chapter 35.01 classifies cities as follows: a first class city has a population of 10,000 or more and has adopted a charter; a second class city has a population of 1,500 or more; and a town has a population less than 1,500.

Cities can avoid classification by population size and the accompanying statutory restrictions by becoming a code city under the Optional Municipal Code, RCW Title 35A. Any city or town regardless of population size can reorganize as a code city. An unincorporated area with a population of at least 1,500 may incorporate as a code city as well. RCW Title 35A confers broad powers of local self-government. Code cities can take any action on matters of local concern as long as that action does not conflict with state law.

The powers and duties of first class cities, second class cities, and towns are set out in RCW Title 35. First class cities have broad powers similar to code cities while second class cities and towns have only those powers expressly granted by statute. Neither a second class city nor a town has powers of initiative and referendum. Classification also has implications for procedures required by state law. Statutes that regulate purchasing, for example, establish different bidding requirements depending on a city's classification.

Cities adopt budgets, levy taxes, hire staff, and provide services. These services include police and fire protection, roads and sidewalks, water, sewer, solid waste disposal, courts and jails, public health, libraries, and parks. A service provided by a city may also be provided by a special district overlapping a city's boundaries, so in a dispute it is essential to determine who is doing what, and under what authority. Cities enact building codes and zoning ordinances. They issue licenses, grant franchises, operate utilities, acquire property, and borrow money or issue bonds to raise funds. RCW

Titles 35 and 35A allow cities to enter into contracts to carry out city business.

Cities can choose from three forms of government, including mayor-council, council-manager, and commission. In addition, first class cities and code cities with 10,000 or more residents may adopt a charter to provide for their own form of government. The form of government determines who will exercise administrative and legislative authority. Of Washington's 279 cities and towns, 225 (81%) currently use the mayor-council form, 53 (18%) have the council-manager form, and only 1, Shelton, is a commission city.

In a mayor-council city, the city council makes policy and enacts legislation. An elected mayor presides over the city council and is also the chief administrative officer responsible for carrying out council policy. The city may hire a professional city administrator to assist the mayor. In a council-manager city, the city council also makes policy and enacts legislation, but administration is the responsibility of a professional city manager appointed by the council. The city manager supervises government operations, handles personnel functions, and prepares the budget. A commission city elects a board of three commissioners who serve individually as department heads and together make policy and enact legislation.

3. Counties

The Washington Constitution, Article XI, §§4 and 5, authorizes the state Legislature to create a uniform system of county government. RCW Chapter 36.32 establishes a three-member board of commissioners for each county. If the county population is greater than 300,000, the voters may authorize a five-member board of commissioners.

County commissioners perform legislative and executive functions. The commissioners establish the budget and enact county legislation. They share administrative functions with other elected officials such as the county clerk, treasurer, sheriff, assessor, coroner, auditor, prosecuting attorney, and superior

and district court judges. No single official oversees county operations under the commission form of government.

A county may vary from the commission form only by adopting a home rule charter. Const. art. XI, §4 provides counties some flexibility to structure their governments. Voters can establish the office of county executive, increase the number of positions on the governing body, and replace some elective positions with appointments. Charter counties can also give their citizens the powers of initiative and referendum. Five counties have adopted charters: Clallam, King, Pierce, Snohomish, and Whatcom.

County voters have the right to consolidate county and city governments under Const. art. XI, §16. Although some of the larger cities and counties have considered this option, no city-county has yet been created in Washington.

State law relating to counties generally is found in RCW Title 36. Counties in Washington are general service providers, building roads, enforcing laws outside municipalities, supervising elections, providing courts, and collecting taxes. In addition, counties manage area-wide problems that cannot be handled by a single municipality. In this capacity they develop parks, operate water and sewer systems, and dispose of solid waste. RCW Chapter 36.01 gives counties the ability to enter into contracts to carry out county business such as buying and selling property, building public improvements, and employing personnel.

4. *Special Districts*

The most numerous unit of local government in Washington is the special district. Special districts are created to provide one or two specific services. It is necessary to review the statutes that relate to each type of special district to understand its structure, function, and authority. Special districts are funded by bonds, charges for service, special levies, benefit assessment taxes, property taxes, or Local Improvement District (LID) taxes. Most special dis-

tricts have elected governing bodies. Typically the elected officials appoint a professional manager to supervise the service. Special districts do not have the power to legislate, only to set policy. The major categories of special districts are:

- cemetery districts (RCW Chapter 68.52)
- diking and drainage districts (RCW Title 85)
- fire protection districts (RCW Title 52)
- flood control districts (RCW Title 86)
- hospital districts (RCW Chapter 70.44)
- housing authorities (RCW Chapter 35.82)
- irrigation districts (RCW Title 87)
- library districts (RCW Chapter 27.12)
- metropolitan municipal corporations (RCW Chapter 35.58)
- park and recreation districts (RCW Chapter 36.69)
- port districts (RCW Title 53)
- public corporations (RCW §§35.21.730 et seq.)
- public utility districts (RCW Title 54)
- school districts (RCW Title 28A)
- water-sewer districts (RCW Title 57)

B. Directories

The first step in researching local governments is to find out who does what. The directories below identify office holders and provide current factual information about the structure of local jurisdictions.

Washington State Yearbook (Electronic Handbook Publishers, Inc., 1983-). This authoritative handbook includes information on counties, cities, and special districts. Gives overviews, statistics, citations to enabling legislation, and agencies of each local government with names, addresses, and telephone numbers. Published annually.

Directory of Washington City and Town Officials (Municipal Research & Services Center, <http://www.mrsc.org/roster.htm>). Lists key municipal officials, city hall addresses and telephone numbers, population, and class of government. The publication is updated every other year following the November general election.

Directory of County Officials in Washington State (Washington Association of County Officials & Washington State Association of Counties, <http://www.wacounties.org/waco/county/adams.html>). Lists all county elected officials with addresses and telephone numbers. The directory is updated every December and is available in January.

Access Washington, <http://www.access.wa.gov/>, is the state's homepage with links to counties, cities, service districts, and regional resources, as well as state agencies, boards, commissions, and departments. Search the whole website or go to "Government, Local."

C. Practice Materials

Practice materials provide focused information dealing with specific legal problems. See Chapter 4, Washington Practice Materials, for a complete listing of these helpful tools.

The MRSC publishes bibliographies of nuts-and-bolts sources on topics of interest to cities and counties, such as housing, traffic, and wetlands. See the MRSC website, <http://www.mrsc.org/library/libpage.htm>, for these resource lists.

Current papers by municipal attorneys give practice tips for issues of current interest to local governments, such as privatizing public functions, condemnation practice, and community-based criminal prosecution. See *Legal Notes: Proceedings of the Washington State Association of Municipal Attorneys Conference* (Association of Washington Cities in cooperation with the Municipal Research & Services Center of Washington, 1959-), published twice each year. Check the last few years to update a hot topic.

I. Local Procedure

Practice in local jurisdictions is discussed in Kelly Kunsch, ed., *Methods of Practice* (West Group, 1997-). This is volume 1A of *Washington Practice*. Go to Chapter 60, David O. Thompson, "Municipal Law and Practice."

A good review of the procedures used in local administrative law can be found in Richard Heath, Gregory J. Kopta & Angela Wu, eds., *Washington Administrative Law Practice Manual* (Lexis Publishing, 1991-).

To learn how cities and counties are required to conduct business, see articles on local governance published at the MRSC website, <http://www.mrsc.org/localgov/governance.htm>. Included are manuals for elected county officials including the assessor, auditor, clerk, coroner, executive, prosecuting attorney, sheriff, and treasurer. Other titles include:

- *Code City Handbook* (MRSC Report No. 37, 1997)
- *Council/Board of Commissioners Rules of Procedure* (2000)
- *Councilmember's Handbook* (MRSC Report No. 48, 2000)
- *Initiative and Referendum Powers of Cities and Towns* (MRSC Report No. 28, 1994)
- *Knowing the Territory: Basic Legal Guidelines for Washington Municipal Officials* (MRSC Report No. 47, 1999)
- "Local Governments Records Retention Schedules and Records Management Manuals" (<http://www.mrsc.org/recordsmanual/reclist.htm>)
- *Local Ordinances for Washington Cities and Counties* (MRSC Report No. 50, 2000)
- *Mayor's Handbook* (MRSC Report No. 44, 1999)
- *New Commissioner Handbook* (MRSC Report No. 43, 1998)

- *The Open Public Meetings Act* (MRSC Report No. 39, 1997)
- *Revenue Guide for Washington Cities and Towns* (MRSC Report No. 46, 1999)
- *Town Handbook* (MRSC Report No. 24, 1992)
- *Welcome to City Hall: A Handbook for New Mayors and Councilmembers* (Association of Washington Cities, 2000)

Many cities and counties provide government information at their own websites. Advocacy organizations are another source of information about local governments. The Association of Washington Cities, <http://www.awcnet.org/awc.htm>, represents cities before the state Legislature and provides technical assistance and training. The Washington State Association of Counties, <http://www.wacounties.org/wsac/index.htm>, represents counties before the state Legislature, the state executive, and regulatory agencies. The Washington Association of County Officials, <http://www.wacounties.org/waco/main.html>, includes elected county officials and comparable appointed officials from counties with home rule charters.

2. Planning and Land Use

Controlling the use of land is one of the primary responsibilities of local governments. Competing interests among people, jobs, and the environment result in challenges both for officials adopting ordinances and for those deciding individual cases. Policymakers at the state and local level will continue to see growth management at the top of their agendas for the foreseeable future. Essential sources to consult on land use matters at the local level include:

- Edward W. Kuhrau, ed., *Washington Real Property Deskbook* (Washington State Bar Association, 1997-)
- Preston Gates & Ellis LLP, *Washington Environmental Law Handbook* (Government Institutes, 1997)

- Kenneth H. Young, *Anderson's American Law of Zoning* (West Group, 1996-)

a. Growth Management Act

In 1990, the Washington Legislature passed the Growth Management Act (GMA). The GMA has been amended several times. It is codified primarily in RCW Chapter 36.70A. The state law manages growth at the local government level by requiring high-population and high-growth counties to plan for sprawl reduction, environmental protection, shoreline management, open space and recreation, concentrated urban growth, affordable housing, economic development, regional transportation, and other public facilities and services.

Twenty-nine counties are either required to plan under the GMA or have chosen to do so. (See Appendix II, below.) These counties make up about 95 percent of the state's population. Each city and town located in a county planning under the GMA must also plan under all of the GMA requirements. The remaining ten counties must meet statewide mandates to protect natural resource lands and critical areas, to supply adequate public facilities before approving subdivisions, and to require permit applicants to show sufficient water supply.

Counties and cities planning under the GMA must prepare detailed comprehensive plans and fiscal analysis, adopt development regulations that implement the comprehensive plan, concentrate urban development in urban growth areas, regulate critical areas, and see that transportation systems and other public facilities are adequate when development occurs. The comprehensive plan is a blueprint for development. The development regulations, including the zoning code, subdivision rules, and other controls, must conform to the comprehensive plan.

State agencies must comply with the comprehensive plans and development regulations of jurisdictions planning under the GMA. Growth management staff of the Washington Office of Community Development, <http://www.oed.wa.gov/info/lgd/>

growth/, provide technical assistance to local governments complying with the GMA.

The GMA created three Growth Management Hearings Boards that resolve disputes about comprehensive plans and development regulations adopted under the GMA. The governor can impose sanctions on cities, counties, and state agencies that do not comply with the GMA, as determined by a hearings board. The decisions are available at the Growth Management Hearings Boards website, <http://www.gmaboard.wa.gov/>. See Chapter 5, Administrative Decisions and Materials, Section IV, Q.

b. Shoreline Management Act

Like the GMA, the Shoreline Management Act (SMA), RCW Chapter 90.58, is a state law that depends on local governments for implementation. The SMA regulates development near shorelines. The law applies to all cities and counties with Pacific Ocean shorelines, Puget Sound shorelines, shorelines on the Strait of Juan de Fuca, rivers and streams, and lakes larger than a certain size. It also regulates wetlands associated with these shorelines.

The SMA requires local governments to create master shoreline plans under rules established by the Department of Ecology (DOE), WAC Chapters 173-26 and 173-27. The city or county develops use regulations to implement the master plan and issues permits for projects that comply with the use regulations.

Note: The Department of Ecology adopted new shoreline master program guidelines, WAC Chapter 173-26, on November 29, 2000. On August 27, 2001, the Shorelines Hearings Board in Association of Washington Business v. Department of Ecology, SHB No. 00-037, invalidated these new guidelines on a number of grounds. Unless that decision is overturned on appeal, the prior guidelines will be in effect until DOE adopts new guidelines to replace the invalidated ones.

The Shorelines Hearings Board hears appeals from permit decisions and from penalties issued by local governments and the Department of Ecology.

Decisions of the Shorelines Hearings Board are available at the Environmental Hearings Office website, <http://www.eho.wa.gov/>, and on CD Law, LexisNexis, and Westlaw. The Shorelines Hearings Boards decisions are also available in print as part of the *Washington State Environmental Reporter*, or directly from the State of Washington Environmental Hearings Office. See Chapter 5, Administrative Decisions and Materials, Section IV, MM.

3. Budgets and Taxes

Under state law, local governments must adopt operating budgets: RCW Chapters 35.33 (budgets in second class cities and towns), 35.34 (biennial budgets), 35A.33 (budgets in code cities), 35A.34 (biennial budgets in code cities), and 36.40 (county budgets). The budget process takes place through public hearings and passage of a budget ordinance. A city's or county's operating budget gives officials the authority to incur expenses and pay bills. It allocates resources among departments, reflecting priorities and controlling how much each department may spend. Budgets often include mission statements, goals, and objectives that help explain why scarce resources were allocated the way they were. A budget can also be used to compare commitments in the previous year's budget with the government's actual accomplishments.

The largest single source of general-purpose revenue for local governments is taxes. The *Washington State and Local Tax Deskbook* (Washington State Bar Association, 1996-) provides a detailed discussion of the authority of cities and counties to tax, what taxes they can levy, and how taxes can be challenged. The *Deskbook* also examines the individual local tax systems of the cities of Seattle, Spokane, and Tacoma.

For a general description and outline of tax sources used by local governments, see Don C. Taylor, *Tax Reference Manual: Information on State and Local Taxes in Washington State* (Washington Department of Revenue, Research Division, 1999).

The MRSC links to many instructional articles and guides for taxing authorities at its finance page, <http://www.mrsc.org/finance/finance.htm>. The articles are helpful to taxpayers and others interested in local government spending.

The primary source of information for taxes and spending is the government itself. The City of Seattle Budget Office, for example, publishes budgets, capital improvement programs, and financial management reports at its website, <http://www.ci.seattle.wa.us/budget/>.

4. Employment

Local governments employ staff to carry out the business of governance. For general employment law sources, see Chapter 4, Washington Practice Materials. As public employers, local governments have additional responsibilities. RCW Chapter 41.56, the Public Employees Collective Bargaining Act, applies to local governments. The Public Employment Relations Commission (PERC) is a state agency that resolves labor-management disputes arising under the Collective Bargaining Act. PERC decisions are available on CD Law, LexisNexis, and Westlaw, and in print in the *Washington Public Employment Relations Reporter*. See Chapter 5, Administrative Decisions and Materials, Section IV, HH.

Recent public employment issues include application of the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA). Drug testing has raised legal issues of privacy. Public employers must consider procedural due process when terminating employees. The *Washington Employment Law Deskbook* (Davis Wright Tremaine, 2001) alerts public employers to major issues in labor-management relations, wage and hour coverage, privacy rights, public employee termination, limitations on affirmative action, and state sovereign immunity. Useful FLSA and ADA compliance guides for public employers include:

- John Liebert, Arthur Hartinger & Edward Kreisbert, *The Fair Labor Standards Act: A Pub-*

lic Sector Compliance Guide (National Public Employer Labor Relations Association, 1998)

- Gilbert J. Ginsburg, Daniel B. Abrahams & Sandra J. Boyd, *Fair Labor Standards Handbook for States, Local Governments, and Schools* (Thompson Publishing Group, 1990-)
- Bruce L. Schroeder, Otto G. Klein, III & Rodney B. Younker, *Washington State Public Employer Overtime Guide* (Association of Washington Cities, 1997)
- Adaptive Environments Center, Inc., *ADA Title II Action Guide for State and Local Governments* (LRP Publications, 1992)
- James E. Jordan, *ADA: Americans with Disabilities Act Architectural Barrier Removal & Compliance Manual: A Simplified Approach to Accessibility* (Jordan Pub., 1998)
- *Americans with Disabilities Act ADA Compliance Guide* (Thompson Publishing Group, Inc., 1990-)

III. Public Records

Local governments keep records on births, deaths, marriages, divorces, property, deeds, tax assessments, liens, professional and business licenses, and permits. Check the city or county website for information about access to public records. Many local governments publish indexes to public records on the Internet, and some have scanned records to make them available online. Another way to find out about public records availability is to phone the city or county clerk.

The King County Recorder, <http://www.metrokc.gov/recelec/records/>, posts deeds, mortgages, tax affidavits, surveys, plat maps, liens, marriage certificates, wills, community property agreements, military discharge papers, and other recently recorded documents. Older documents are maintained at the Recorder's office in print or microform.

Several free websites link to public records available from local government agencies. Pacific

Information Resources, Inc., <http://www.pac-info.com/>, links to local, regional, state, and federal records. City records linked at this site include licenses, sex offenders, and criminal warrants. County records from Washington include permits, marriages, property records, sex offenders, and criminal warrants.

LexisNexis and Westlaw offer many public records from Washington cities and counties, including personal and real property, judgments, and liens.

IV. Primary Sources: Legislative

Each of us resides in multiple jurisdictions. Because we must comply with the laws of cities and counties as well as state and federal governments, it is important to recognize the relationships between governments. In this chapter, legislative sources include the state constitution and statutes that most affect local governments, as well as municipal charters, codes, ordinances, and other statements by local legislative bodies.

A. State Law

The authority of cities and counties is delegated to them by the state in grants of power both specific and generic.

1. Washington Constitution

Article XI, §11 authorizes cities and counties to adopt legislation for the safety, health, and welfare of their citizens, as long as the legislation is not in conflict with state laws: "POLICE AND SANITARY REGULATIONS. Any county, city, town or township may make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws."

2. Revised Code of Washington

The powers given by the state to cities and counties are listed in Washington statutes including RCW Title 35, Cities and Towns; RCW Title 35A, Optional Municipal Code; and RCW Title 36,

Counties. Many other Washington statutes specify methods and procedures to be used by cities, counties, and special districts as they go about the business of governance. Budgeting, revenues, and finance; construction and public works; and planning and growth management are major areas of state control in local government. The Washington State Association of Counties publishes a list of state laws called *RCW's That I've Known and Loved: A Not Too Comprehensive Compilation of Washington Law Relevant to Local Government*, http://www.wa-counties.org/wsac/Rcw_ref.pdf.

To address the confusion and inefficiency caused by functional boundaries between jurisdictions, the state Legislature in 1994 passed the Local Government Service Agreements Act, RCW Chapter 36.115. This act encourages voluntary transfers of responsibility among local governments to allocate financing and services using the most efficient geographic units regardless of jurisdictional boundaries.

B. Local Law

Cities and counties have authority to regulate for the public health and safety; to provide general governmental services; to operate businesses such as utilities; and to exercise the corporate powers necessary to conduct their affairs.

1. Charters

The charter is the local enabling legislation of the people. It limits authority and procedure, defines governmental responsibilities, and guarantees certain rights to the people. Charter provisions might include term limits, residency requirements, or procedures for adopting ordinances. Charters can be amended to reflect changing ideas about the role of government.

2. City and County Codes

Codes are the ordinances currently in effect, arranged by subject. Most Washington cities and counties have codified their ordinances. Codifica-

tion is authorized by RCW Chapters 35.21 (cities and towns) and 35A.21 (code cities). Appendices I and II, below, show where to find the codes of most Washington cities and counties. If a local government is not listed, check for information at the city or county website, or telephone the clerk, commissioners, or prosecuting attorney listed in the *Washington State Yearbook* to ask where the code or ordinances can be found. If a local government has not produced a code, the researcher must consult the ordinances as enacted.

a. Washington State Building Code

RCW Chapter 19.27 provides for a *State Building Code* (SBC) to take effect automatically in all cities and counties in Washington. The SBC mandates construction standards to ensure health and safety. It is not necessary for local governments to adopt the SBC for it to apply, but they have the option to adopt the code by reference in local ordinances. Adopting in a local ordinance simplifies enforcement in the local municipal court and allows for customization to meet local needs, as long as the minimum standards are met. The *State Building Code* is published by the Washington State Building Code Council, <http://www.sbcc.wa.gov/>. It includes:

- “Washington State Building Code,” WAC Chapter 51-40
- “Washington State Mechanical Code,” WAC Chapter 51-42
- “Washington State Fire Code,” WAC Chapter 51-44
- “Washington State Fire Standards,” WAC Chapter 51-45
- “Washington State Plumbing Code,” WAC Chapter 51-46
- “Washington State Plumbing Standards,” WAC Chapter 51-47
- “Washington State Energy Code,” WAC Chapter 51-11

- “Washington State Ventilation and Indoor Air Quality Code,” WAC Chapter 51-13
- “Washington State Historic Building Code,” WAC Chapter 51-19

One example of a city that has amended the *State Building Code* is Seattle. See the Seattle Department of Design, Construction and Land Use (DCLU) website, <http://www.ci.seattle.wa.us/dclu/Codes/>, for:

- “Director’s Rules,” extensions and clarifications of codes and ordinances enforced by DCLU
- “Seattle Land Use Code”
- “Stormwater, Grading, and Drainage Control Code”
- “Seattle Housing and Building Maintenance Code”
- “Seattle Boiler and Pressure Vessel Code,” requirements for construction and installation
- “Seattle Energy Code,” residential and nonresidential requirements and the RS29 standard
- “Seattle Permit Fee Subtitle,” commonly called the “Fee Code” or “Fee Ordinance”
- “Steam Engineer and Boiler Fireman License Law,” requirements for boiler and steam engine operators

b. Other Uniform Codes

The Washington State Building Code Council has adopted several uniform codes, listed in RCW §19.27.031, as the *State Building Code*. The Building Code Council reviews updated versions of these uniform codes to adopt or amend for statewide applicability. When the Building Code Council adopts an updated version of one of the codes, it becomes effective in every city and county regardless of local action.

The uniform codes adopted as the *State Building Code* can generally be consulted at local libraries or

purchased from the publisher. Publishers' websites are given below.

The International Code Council (ICC) was established in 1994 by the International Conference of Building Officials, Building Officials and Code Administrators International, and the Southern Building Code Congress International, <http://www.intlcode.org/>. The ICC creates a coordinated set of national codes called the *International Codes*. Currently available are:

- 2000 International Building Code
- 2000 International Mechanical Code
- 2000 International Fire Code
- 2000 International Plumbing Code
- 2000 International Residential Code
- 2000 International Zoning Code
- 2000 International Energy Conservation Code
- 2000 International Electrical Code

Before the ICC was formed, the International Conference of Building Officials published the *Uniform Building Code* and still sells various editions, <http://www.icbo.org/>.

The International Fire Code Institute publishes the *Uniform Fire Code*, <http://www.ifci.org/>. The International Association of Plumbing and Mechanical Officials publishes the *Uniform Plumbing Code* and the *Uniform Mechanical Code*, <http://www.iapmo.org/>.

There are other uniform codes that may be used to compare or upgrade standards. The National Fire Protection Association (NFPA) is developing a uniform building code; see information at <http://www.nfpa.org/>. The NFPA publishes other standards including:

- NFPA 1, *Fire Prevention Code*
- NFPA 13, *Installation of Sprinkler Systems*
- NFPA 54, *National Fuel Gas Code*
- NFPA 58, *Liquefied Petroleum Gas Code*

- NFPA 70, *National Electrical Code*
- NFPA 72, *National Fire Alarm Code*
- NFPA 101, *Life Safety Code*

3. Ordinances

Ordinances are local legislation with the force of law. They may authorize some major action or prescribe permanent policy. Cities and counties can penalize violations of their ordinances. Washington statutes require local governments to take some actions, such as annexations, by adopting ordinances rather than by making resolutions or orders. RCW Titles 35 and 35A prescribe the form of ordinances. Cities are required to publish every ordinance they adopt in their official newspaper. However, ordinances may be published in summary form. Also, all ordinances passed by a city must be recorded by the clerk in an ordinance book, RCW §5.44.080.

The most effective way to research ordinances is to use the city or county code. If the ordinances are not arranged in a code, the researcher must consult the ordinances themselves. They may be in date order or they may not be in order at all. There may or may not be an index. Ordinances may be found at the office of the city clerk, the clerk of the county council, the clerk of the county commissioners, or the office of the county auditor. There is a collection of selected ordinances online at <http://www.mrsc.org/codes.html>.

4. Resolutions and Orders

Resolutions and orders are statements by the local legislative body that require less authority or permanence than ordinances. These statements may be advisory in nature or may express policy. Violations do not incur penalties. No notice or publication is required.

Special districts can adopt resolutions but not ordinances. A special district resolution is a statement of policy made by the board of commissioners. The clerk of commissioners, the executive director,

or the superintendent of the special district keeps the resolutions.

5. Legislative History

Sometimes researchers need background and history on a particular code section or ordinance. RCW §40.14.070 authorizes the Washington Local Records Committee to adopt records retention schedules for local governments. The *General Records Retention Schedules*, <http://www.mrsc.org/recordsmanual/reclist.htm>, require local governments to keep enacted ordinances permanently. Other permanent records to be kept by local governments include charters, resolutions, policy and procedure directives, regulations, rules, records of public hearings, minutes, indexes to minutes, budgets, annual reports, annexation history files, local improvement district files, and audit reports. In addition, counties must retain deeds, titles, easements, and annexation and boundary review files permanently. For old ordinances contact the city clerk, the clerk of the county council, the clerk of the county commissioners, or the county auditor.

The Washington Secretary of State also maintains local government archives, <http://www.sec.state.wa.gov/archives/>. Historical records of local governments are available at five regional branch archives. The records document county and city governments, special districts, and other regional state entities. See Chapter 8, Historical and Archival Sources, Section X, A, for more information about the regional branch research facilities.

Because RCW Titles 35, 35A, and 36 require each ordinance (or a summary of it) to be published when adopted, local newspapers can be a source for old ordinances if back files are available. The Washington Newspaper Publishers Association website has information on newspapers arranged by city, <http://www.wnpa.com/main/cmain.html>, and by county, <http://www.wnpa.com/counties/countymain.html>.

Other city, county, and special district records may be helpful in determining the original intent of an ordinance or code section. Check with the clerk

or auditor to see if there are clerk files, comptroller files, appointment files, election campaign reporting files, agency rules, or reports. Also ask for related material such as charts, maps, and property descriptions.

a. Seattle

Seattle ordinances and resolutions adopted from 1869 to the present are available at the office of the Seattle City Clerk, <http://www.clerk.ci.seattle.wa.us/>. Indexes available at the office cover the years from 1882 to the present. From 1996 to the present, ordinances and resolutions are published in full text at the City Clerk's website. The ordinances are indexed at the website from 1932 to the present, and the resolutions are indexed at the website from 1906 to the present. The *Seattle Municipal Code* at the City Clerk's website is the most current version available.

The City Clerk's office has other sources, including draft versions of ordinances; historical versions of the city charter and code; archived council agendas; minutes of council meetings; videotapes of meetings; and files of correspondence, reports, and other documents concerning enacted legislation.

The Seattle Municipal Archives, <http://www.ci.seattle.wa.us/seattle/leg/clerk/archhome.htm>, collects the records of the agencies and elected officials of Seattle. The most heavily used records are housed in the City Clerk's office, including the records of City Council; the Mayor; the Pike Place Market Urban Renewal Project; and the photography of the Engineering Department, Parks Department, Water Department, and Seattle City Light. You can find descriptions of records held by the Seattle Municipal Archives in the guide at its website.

Under the terms of an interlocal agreement, many city records are housed at the Puget Sound Branch of the Washington State Archives mentioned above.

b. King County

The King County Council was established in May 1969 by the King County Charter. At that

point the Council consisted of nine members elected from geographical districts. When Metro and King County governments merged in 1994, the Metropolitan King County Council's membership increased to thirteen. King County ordinances adopted from 1969 to the present are available at the office of the Clerk of the King County Council, <http://www.metrokc.gov/mkcc/clerk/>. The ordinances can be searched electronically from 1998 to the present at the Council Clerk's office. There is a card index for ordinances from 1969 to 1998.

Until 1969, a Board of Commissioners governed King County. County legislation under the Commissioners took the form of resolutions. The resolutions adopted by the Commissioners from 1853 to 1969 can be found at the office of the King County Archives, <http://www.metrokc.gov/recelec/archives/>. Formal proceedings of the Commissioners from 1853 to 1969 include the text of the resolutions. The resolutions themselves, signed by the Commissioners, are available for the years 1911 to 1969. These sometimes include supporting attachments useful for determining the intent of the resolution. The Archives has an electronic index to all the Commissioners' records from 1853 to 1969.

The Council Clerk and the Archives have other records that can help in compiling the history of an ordinance, resolution, or code section. Consult their websites and their staff. Contact information is included in Appendix III, below.

The King County Law Library has the original code adopted when the government changed from the commission form to the council form in 1969. The Library has the superceded pages from the King County Code from 1969 to the present and the ordinances from 1969 to the present.

V. Primary Sources: Administrative

Local administrative agencies are city or county departments created by the legislative body, with the power to make rules, implement statutes and ordi-

nances, and decide cases. Local agencies regulate the conduct of residents and enforce land use planning, often by issuing or denying licenses, permits, and other benefits.

The powers and duties of each agency are defined by local ordinance. Governments often group ordinances concerning administration in one title of the city or county code. The "Seattle Administrative Code," for example, is Chapter 3.02 of the *Seattle Municipal Code*. The "Seattle Administrative Code" mandates procedures for city agencies to follow in rulemaking, disclosing public information, issuing declaratory rulings, and conducting hearings in contested cases.

Any issue that involves a city or county agency presents several questions. Does a local agency have responsibility for this issue? What rules, ordinances, and statutes apply? Where can a resident go for guidance? Is the agency's determination binding? What are the consequences of noncompliance? Can the determination be reconsidered or appealed? Is a board, commission, or hearing officer designated to hear the appeal, or can the resident take the issue to court?

To answer these questions, look for the city or county website to find a link to the agency. Many agency websites provide general information, public records, rules, guidance documents, and decisions. The *Washington State Yearbook* lists agency phone numbers for each city and county. If you don't know where to begin, start with the city or county administrator, manager, clerk, or attorney.

A. Rules and Guidance

Local agencies often adopt rules to implement local ordinances. They also issue guidance documents to help residents comply with rules and ordinances. Ask the agency staff if they have rules or guidance documents and how to obtain them.

1. Seattle

The City of Seattle publishes some administrative rules at the Clerk's website, <http://www.clerk.ci>

seattle.wa.us/, including “Business Tax Rules,” “Taxicab and For-Hire Vehicle Rules,” and “Elections Code Administrative Rules.”

The “Elections Code Administrative Rules” require candidates for city office to file information about contributors and finances. The rules also regulate campaign spending and advertising. These rules are issued by the Seattle Ethics and Elections Commission (SEEC), <http://www.ci.seattle.wa.us/ethics/>. The SEEC publishes advisory opinions that provide guidance on specific questions for city officers, employees, and candidates. A searchable index at the website includes brief summaries of the opinions.

The Seattle Department of Design, Construction and Land Use (DCLU), <http://www.ci.seattle.wa.us/dclu/>, regulates a wide variety of housing, zoning, and building issues. DCLU publishes many guidance documents at its website. “Client Assistance Memos” give detailed information to help residents comply with the “Land Use Code,” “Building Code,” “Energy and Mechanical Code,” grading and drainage requirements, and housing and zoning regulations. “Design Review Guidelines” provide standards for multifamily and commercial buildings, as well as downtown and neighborhood-specific development. “Zoning Charts” contain general zoning standards for single-family residential, multifamily residential, industrial, and commercial zones. Public notices of land use actions include maps and information about submitting comments.

2. King County

King County officials and employees are bound by the “Code of Ethics,” King County Code Chapter 3.04. The King County Board of Ethics, <http://www.metrokc.gov/ethics/>, issues advisory opinions to help employees and officials comply with code sections that relate to financial interests, accepting gifts, using county property, soliciting donations, membership on boards and commissions, outside employment, family issues, and post-employment.

These advisory opinions and other guidance documents can be found at the Board of Ethics website.

The Board also publishes rules for filing statements of financial interests by officials and employees; procedures for Board meetings; procedures for the Board to issue advisory opinions; and rules of procedure for appeal hearings when a violation of the King County Code of Ethics is alleged (see Section B, Decisions, below).

B. Decisions

When a local agency decides the legal rights of parties in a hearing or other contested case proceeding, it performs an adjudicative or quasi-judicial action, RCW §42.36.010. Adjudicative actions can be taken by the city council, planning commission, hearing examiner, board of adjustment, board of appeals, or other entity to which this power is statutorily delegated. Most adjudicative proceedings held by local governments involve land use matters, including site-specific rezones, preliminary plats, variances, and conditional uses.

Adjudicative actions must comply with procedural requirements that protect the rights of the parties. Adequate notice and an opportunity to be heard must be given to all parties affected. The appearance of fairness doctrine must be followed to make sure the decisionmaker does not prejudice or have biases. Ex parte communications are prohibited. A public body’s decision must be based on the record of testimony and documents presented at the hearing. The proceeding should be recorded to provide a transcript of the hearing on appeal.

Statutes that delegate adjudicative powers often require certain procedures. RCW Chapter 58.17 lists requirements for planning commissions and land use hearing examiners; RCW Chapter 36.93 lists requirements for boundary review boards; and RCW Chapter 90.58 lists requirements for shorelines hearings boards.

Local governments in Washington can hire a hearing examiner to conduct adjudicative hearings in place of local bodies such as the planning com-

mission, the board of adjustment, the board of county commissioners, or the city council. The purpose is to have a professionally trained individual make objective decisions supported by the record that are free from political influence. Using a hearing examiner can reduce local government liability exposure.

Land use and zoning matters may be decided by a planning commission or a hearing examiner. The commission or examiner may conduct the fact-finding hearing and make a recommendation to the council rather than making the final decision. If a recommendation to the council is made, there may be further opportunity for parties to be heard by the council.

Special exceptions to zoning matters, including variances and conditional use permits, are heard by a board of adjustment or hearing examiner. The responsibilities of the board of adjustment are usually defined by local ordinance.

Appeals from application of the *State Building Code*, the *Uniform Building Code*, local building codes, and other uniform codes are heard by a board of appeals, RCW Chapters 35.80, 35A.70, and 19.27. The board of appeals consists of members who are not employees of the jurisdiction and whose experience and training qualifies them to decide building construction matters. A hearing examiner who meets these qualifications may be used instead.

Parties to a dispute must exhaust their administrative appeals before taking the issue to court. Disputes that survive the administrative appeal process are usually tried in superior court. Appeals from superior court would generally be heard and reported by the Washington Court of Appeals then the Washington Supreme Court as detailed in Chapter 3, *Fundamentals of Legal Research in Washington*.

1. Seattle

The Seattle Hearing Examiner, <http://www.ci.seattle.wa.us/examiner/>, conducts hearings to review actions of city departments where the *Seattle*

Municipal Code grants jurisdiction. The office of the Hearing Examiner is created by SMC §3.02.110, and more than fifty sections of the *Code* authorize the Hearing Examiner to decide appeals that result from decisions by the city. The Hearing Examiner must determine whether city code provisions have been correctly applied.

The Hearing Examiner decides appeals of land use code interpretations, master use permit decisions, short plats, variances, conditional uses, SEPA decisions, environmentally critical areas, subdivisions, historic landmarks, and special districts. The Hearing Examiner also hears discrimination complaints under the fair employment and housing ordinances and matters referred by the Seattle Ethics and Elections Commission and the Civil Service Commission. The Hearing Examiner hears appeals from licensing decisions and business and occupation tax assessments, as well as appeals from determinations of public nuisance violations.

On some issues, the Hearing Examiner makes a recommendation to City Council after gathering information at a public hearing. The Council makes the final decision based on the record compiled by the Hearing Examiner. Council actions include council conditional uses, rezones, major institution master plans, planned unit developments, and landmark controls and incentives.

The Hearing Examiner's current schedule of cases, rules of practice and procedure, decisions from 1990 to the present, forms, fees, and general information can be found at the website.

2. King County

The King County Hearing Examiner, <http://www.metrokc.gov/mkcc/HearingExaminer/>, conducts hearings on land use applications and on appeals of county administrative orders and decisions, makes recommendations to the Metropolitan King County Council, and issues decisions on the matters heard. The website includes a digest of decisions, rules of procedure, rules of mediation, and a guide to public hearings.

The King County Ombudsman/Office of Citizen Complaints, <http://www.metrokc.gov/ombuds/>, investigates complaints about King County agencies, officials, and employees. The King County Ombudsman may issue a reasonable cause order to believe that a person violated the King County Code of Ethics. The respondent has the right to request an appeal hearing before the King County Board of Ethics, <http://www.metrokc.gov/ethics/>. The Board conducts an independent review and may affirm, deny, or modify the Ombudsman's order.

3. Kitsap County

The Kitsap County Hearing Examiner, <http://www.kitsapgov.com/dcd/he/>, hears land use applications. The Examiner's decision is final on most land use applications and appeals and on shorelines per-

mits. On plat applications, the Examiner makes a recommendation to the Board of County Commissioners which then holds a hearing and makes a decision on the project. The Hearing Examiner's website includes an agenda of cases to be heard, staff reports on specific cases, recommendations, and decisions.

4. Snohomish County

The Snohomish County Hearing Examiner, <http://www.co.snohomish.wa.us/>, reviews decisions by the Snohomish County Land Use Division on major land development proposals including subdivisions, rezones, conditional use permits, variances, and shoreline permits. The Hearing Examiner's website includes a calendar of public hearings, staff recommendations, and Hearing Examiner decisions.

Appendix I: Washington City Codes¹

This table lists locations of city codes. Addresses and phone numbers for all libraries are included in Appendix III, Library and Office Directory, below.

Key: **Class** includes First Class Cities (1st), Second Class Cities (2nd), Towns (T), and Optional Municipal Code Cities (C).

WSLL: Washington State Law Library

UW Law Library: University of Washington Gallagher Law Library

MRSC Library: Municipal Research & Services Center Library

MRSC Web: Municipal Research & Services Center website, <http://www.mrsc.org/>

CD Law or Lexis: Commercial services available at libraries or by subscription. Contact your local library to ask about access. For more information, see <http://www.cdlaw.com/> and <http://www.lexisnexis.com/>.

Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Aberdeen	1st	X		Timberland Regional Library	X		
Airway Heights	C	X	X	Gonzaga University Law Library	X		
Albion	T	X	X		X		
Algona	C	X	X	King County Law Library	X		
Anacortes	C	X	X	Skagit County Law Library	X		
Arlington	C	X	X	Snohomish County Law Library Sno-Isle Regional Library	X		
Asotin	C	X	X		X		
Auburn	C	X	X	King County Law Library	X		
Bainbridge Island	C	X		King County Law Library Kitsap Regional Library	X	X	
Battle Ground	C	X	X	Fort Vancouver Regional Library	X		
Bellevue	C	X	X	King County Law Library King County Library System Seattle University Law Library	X	X	C, L
Bellingham	1st	X	X	Bellingham Public Library King County Law Library Western Washington University Libraries Whatcom County Law Library Whatcom County Library System	X	X	C, L
Benton City	C				X	X	
Bingen	C	X	X	Fort Vancouver Regional Library	X		
Black Diamond	C	X	X	King County Law Library	X		
Blaine	C			Whatcom County Law Library Whatcom County Library System	X	X	

¹ Thanks to Larisa L. Bosma for extensive assistance with the Appendices.

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Bonney Lake	C	X	X	King County Law Library Pierce County Law Library Pierce County Library System	X	X	
Bothell	C	X	X	King County Law Library King County Library System Seattle University Law Library Sno-Isle Regional Library	X	X	
Bremerton	1st	X		King County Law Library Kitsap Regional Library Olympic College Library Seattle University Law Library	X		
Brewster	C	X	X		X		
Bridgeport	C	X	X		X		
Brier	C	X	X	Sno-Isle Regional Library	X		
Buckley	C	X	X	Pierce County Law Library	X		
Burien	C	X	X	King County Law Library King County Library System	X	X	
Burlington	2nd	X		Skagit County Law Library	X	X	
Camas	C	X	X	Camas Public Library Clark County Law Library Fort Vancouver Regional Library	X	X	
Carnation	C	X	X		X	X	
Cashmere	C	X			X		
Castle Rock	C	X	X		X		
Centralia	C	X	X	Timberland Regional Library	X		
Chehalis	C	X	X	Seattle University Law Library	X		
Chelan	C	X			X	X	
Cheney	C	X	X	Eastern Washington University Libraries Gonzaga University Law Library	X		
Chewelah	2nd	X	X		X	X	
Clarkston	C	X	X		X		
Cle Elum	2nd	X	X		X		
Clyde Hill	C	X		King County Law Library	X	X	
Colfax	2nd	X		Whitman County Library System	X		
College Place	C	X	X	Walla Walla College Library Walla Walla Public Library	X		
Colville	2nd	X	X		X		
Connell	C	X	X		X		
Cosmopolis	C	X	X		X		
Coulee City	T	X			X		
Coulee Dam	T				X		
Coupeville	T	X	X	Sno-Isle Regional Library	X		
Darrington	T	X	X		X		
Davenport	2nd	X	X		X		

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Dayton	C	X			X		
Deer Park	C				X	X	
Des Moines	C	X	X	King County Law Library	X	X	
DuPont	C				X	X	
Duvall	C	X	X		X		
East Wenatchee	C	X			X	X	
Eatonville	T	X	X		X	X	
Edgewood	C			Pierce County Law Library Pierce County Library System		X	
Edmonds	C	X		King County Law Library Snohomish County Law Library Sno-Isle Regional Library	X	X	
Ellensburg	C	X	X	Central Washington University Library Ellensburg Public Library	X		
Elma	C	X	X		X		
Endicott	T				X		
Enumclaw	C	X	X	King County Law Library Pierce County Law Library	X	X	
Ephrata	C	X	X		X		
Everett	Ist	X	X	Everett Public Library King County Law Library Snohomish County Law Library	X	X	C, L
Everson	C			Whatcom County Library System			
Fairfield	T	X	X		X		
Federal Way	C	X	X	King County Law Library King County Library System Pierce County Law Library	X	X	
Ferndale	C	X	X	Whatcom County Law Library	X		
Fife	C	X		Pierce County Law Library	X	X	
Fircrest	C	X	X	Pierce County Law Library Seattle University Law Library	X		
Friday Harbor	T	X		San Juan Island Library	X	X	
Gig Harbor	C	X		Pierce County Law Library	X	X	
Gold Bar	C	X			X		
Goldendale	C	X	X	Fort Vancouver Regional Library	X		
Grand Coulee	C	X	X		X		
Grandview	C	X			X		
Granger	T	X	X		X		
Granite Falls	C			Snohomish County Law Library Sno-Isle Regional Library	X		
Hoquiam	C	X			X		
Hunts Point	T	X		King County Law Library	X	X	
Ilwaco	C	X	X		X		
Index	T	X			X		

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Issaquah	C	X	X	King County Law Library	X	X	
Kalama	C	X	X		X		
Kelso	C	X	X		X		
Kennewick	C	X	X	Columbia Basin College Library Mid-Columbia Library Seattle University Law Library	X	X	
Kent	C	X	X	King County Law Library King County Library System	X	X	
Kettle Falls	C				X		
Kirkland	C	X	X	King County Law Library	X	X	
Kittitas	C	X			X		
La Center	C	X		Clark County Law Library	X	X	
La Conner	T			Skagit County Law Library	X		
Lacey	C	X		Timberland Regional Library	X	X	
Lake Forest Park	C	X	X	King County Law Library	X	X	
Lake Stevens	C	X	X	Snohomish County Law Library Sno-Isle Regional Library	X		
Lakewood	C	X		Pierce County Law Library Pierce County Library System	X		
Langley	C	X	X	Sno-Isle Regional Library	X		
Leavenworth	C	X	X		X		
Long Beach	C		X		X		
Longview	C	X	X	Longview Public Library	X	X	
Lynden	C	X	X	Whatcom County Law Library Whatcom County Library System	X		
Lynnwood	C	X	X	Edmonds Community College Library King County Law Library Snohomish County Law Library	X	X	
Mabton	C				X		
Malden	T		X		X		
Maple Valley	C			King County Law Library		X	
Marysville	C	X		Snohomish County Law Library Sno-Isle Regional Library	X	X	
Mattawa	T	X	X		X		
McCleary	C	X	X		X		
Medical Lake	C	X	X		X		
Medina	C	X	X	King County Law Library	X		
Mercer Island	C	X	X	King County Law Library King County Library System	X	X	
Mesa	C	X			X		
Mill Creek	C			Sno-Isle Regional Library	X		
Millwood	T	X	X		X		

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Milton	C	X		King County Law Library Pierce County Law Library Pierce County Library System	X	X	
Monroe	C	X	X	Snohomish County Law Library Sno-Isle Regional Library	X	X	
Montesano	C	X	X		X		
Morton	C	X					
Moses Lake	C	X	X		X		
Mount Vernon	C	X		King County Law Library Skagit County Law Library	X	X	
Mountlake Terrace	C	X		Seattle University Law Library Sno-Isle Regional Library	X	X	
Mukilteo	C	X	X	Snohomish County Law Library Sno-Isle Regional Library	X		
Naches	T	X	X		X		
Napavine	C	X			X		
Newcastle	C	X		King County Law Library	X	X	
Newport	C	X	X		X	X	
Nooksack	C			Whatcom County Library System			
Normandy Park	2nd	X		King County Law Library	X	X	
North Bend	C	X	X	King County Law Library	X	X	
North Bonneville	C				X		
Oak Harbor	C	X		Sno-Isle Regional Library	X		
Oakesdale	T				X		
Oakville	C	X	X		X		
Ocean Shores	C	X	X		X	X	
Odessa	T		X		X		
Okanogan	C	X			X		
Olympia	C	X	X	Evergreen State College Library King County Law Library Seattle University Law Library Timberland Regional Library Washington State Library	X	X	
Omak	2nd	X	X		X		
Oroville	C	X	X		X		
Orting	C		X	Pierce County Law Library	X		
Othello	C	X	X		X		
Pacific	C	X		King County Law Library	X	X	
Palouse	2nd	X			X		
Pasco	C	X	X	Columbia Basin College Library Mid-Columbia Library	X	X	
Pateros	C	X	X		X		
Pomeroy	C				X		

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Port Angeles	C	X	X	Clallam County Law Library King County Law Library North Olympic Library System	X	X	
Port Orchard	2nd	X	X	King County Law Library Kitsap Regional Library Seattle University Law Library	X		
Port Townsend	C	X		King County Law Library Port Townsend Public Library	X	X	
Poulsbo	C	X	X	Kitsap Regional Library	X		
Prosser	C	X	X		X		
Pullman	C	X		Neill Public Library, Pullman Washington State University Libraries	X	X	
Puyallup	C	X		King County Law Library Pierce County Law Library Seattle University Law Library	X	X	
Quincy	C	X	X		X		
Rainier	T	X			X		
Raymond	C	X	X		X		
Redmond	C	X	X	King County Law Library King County Library System	X	X	
Renton	C	X	X	King County Law Library Renton Public Library Seattle University Law Library	X	X	
Republic	C	X	X				
Richland	1st	X		Columbia Basin College Library Richland Public Library	X	X	
Ridgefield	C	X			X		
Ritzville	2nd	X	X		X		
Rock Island	C				X		
Rosalia	T	X	X		X		
Roslyn	2nd				X		
Royal City	C	X			X		
Ruston	T			Pierce County Law Library	X		
Sammamish	C			King County Law Library			
SeaTac	C	X	X	King County Law Library King County Library System	X	X	
Seattle	1st	X	X	Highline Community College Library King County Law Library King County Library System North Seattle Community College Library Pierce County Law Library Seattle Public Library Seattle University Law Library University of Washington Libraries	X	X	C, L
Sedro-Woolley	2nd	X	X	Skagit County Law Library	X	X	

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Selah	C	X			X		
Sequim	C	X		North Olympic Library System	X	X	
Shelton	C	X	X	Timberland Regional Library	X		
Shoreline	C	X	X	King County Law Library	X	X	
Snohomish	C	X	X	Snohomish County Law Library Sno-Isle Regional Library	X		
Snoqualmie	C	X		King County Law Library	X	X	
Soap Lake	2nd	X			X		
South Cle Elum	T				X		
Spokane	1st	X	X	Eastern Washington University Libraries Gonzaga University Law Library Spokane County Library District Spokane Public Library	X	X	C, L
Stanwood	C	X			X		
Steilacoom	T		X	Pierce County Law Library	X		
Stevenson	C	X	X		X		
Sultan	C	X	X	Sno-Isle Regional Library	X	X	
Sumas	C	X	X	Whatcom County Law Library	X		
Sumner	C	X		Pierce County Law Library Pierce County Library System	X	X	
Sunnyside	C		X		X		
Tacoma	1st	X	X	King County Law Library Pierce County Law Library Seattle University Law Library Tacoma Public Library	X	X	C, L
Tenino	C		X		X		
Tieton	T	X	X		X		
Toledo	C		X		X		
Tonasket	C	X			X		
Toppenish	C	X	X		X		
Tukwila	C	X	X	King County Law Library King County Library System	X	X	
Tumwater	C	X		Timberland Regional Library	X	X	
Union Gap	C	X			X	X	
Uniontown	T				X		
University Place	C			King County Law Library Pierce County Law Library Pierce County Library System	X	X	
Vancouver	1st	X	X	Clark College Library Clark County Law Library Fort Vancouver Regional Library	X	X	C, L
Walla Walla	C	X	X	Walla Walla Public Library	X	X	
Wapato	2nd				X		
Warden	C		X		X		

Washington City Codes							
Jurisdiction	Class	WSLL	UW Law Library	Other Libraries	MRSC Library	MRSC Web	CD Law or Lexis
Washougal	C	X	X	Fort Vancouver Regional Library	X		
Waterville	T	X			X		
Wenatchee	C	X		North Central Regional Library	X		
West Richland	C				X		
Westport	C	X	X		X		
White Salmon	C		X	Fort Vancouver Regional Library	X		
Wilbur	T	X	X		X		
Wilson Creek	T	X	X		X		
Winthrop	T	X	X		X		
Woodinville	C	X		King County Law Library	X	X	
Woodland	C	X	X		X		
Woodway	C	X			X		
Yakima	1st	X	X	Yakima Valley Regional Library	X	X	
Yarrow Point	T		X		X		
Yelm	C	X	X		X		
Zillah	C		X		X		

Appendix II: Washington County Codes

This table lists locations of county codes. Addresses and phone numbers for all locations are included in Appendix III, Library and Office Directory, below.

Key: **GMA** indicates those counties planning under the Growth Management Act.

WSLL: Washington State Law Library

UW Law Library: University of Washington Gallagher Law Library

MRSC Library: Municipal Research & Services Center Library

MRSC Web: Municipal Research & Services Center website, <http://www.mrsc.org/>

CD Law or Lexis: Commercial services available at libraries or by subscription. Contact your local library to ask about access. For more information, see <http://www.cdlaw.com/> and <http://www.lexisnexis.com/>.

Jurisdiction	GMA	WSLL	UW Law Library	Other Locations	MRSC Library	MRSC Web	CD Law or Lexis
Adams		X	X		X		
Asotin				Ordinances & resolutions at Asotin County Auditor			
Benton	X			Columbia Basin College Library Mid-Columbia Library Richland Public Library			
Chelan	X	X	X		X	Development regs only	
Clallam	X			North Olympic Library System			
Clark	X	X	X	Camas Public Library Clark College Library Clark County Law Library Fort Vancouver Regional Library King County Law Library	X	X	C, L
Columbia	X			Ordinances & resolutions at Columbia County Auditor and Commissioners			
Cowlitz		X	X	Fort Vancouver Regional Library Longview Public Library Seattle University Law Library	X		
Douglas	X	X	X		X	X	
Ferry	X			Ordinances & resolutions at Ferry County Commissioners			
Franklin	X			Ordinances & resolutions at Franklin County Auditor (codification in process as of 09/01)			
Garfield	X			Ordinances & resolutions at Garfield County Auditor			
Grant	X	X	X		X		

Washington County Codes							
Jurisdiction	GMA	WSLL	UW Law Library	Other Locations	MRSC Library	MRSC Web	CD Law or Lexis
Grays Harbor				Ordinances & resolutions at Grays Harbor County Auditor (codification in process as of 09/01)			
Island	X	X		King County Law Library Skagit County Law Library Snohomish County Law Library Sno-Isle Regional Library	X		
Jefferson	X	X		King County Law Library Port Townsend Public Library	X	X	C, L
King	X	X	X	King County Law Library King County Library System Pierce County Law Library Seattle Public Library Seattle University Law Library	X	X	C, L
Kitsap	X	X	X	King County Law Library Kitsap Regional Library Seattle University Law Library	X	X	C
Kittitas	X	X		Ellensburg Public Library King County Law Library	X		C, L
Klickitat		X	X	Fort Vancouver Regional Library	X		
Lewis	X	X		King County Law Library		X	
Lincoln				Code at Lincoln County Auditor and Commissioners			
Mason	X	X	X	Timberland Regional Library	X		
Okanogan		X	X	King County Law Library	X		
Pacific	X	X		King County Law Library	X		
Pend Oreille	X			Ordinances & resolutions at Pend Oreille County Auditor			
Pierce	X	X	X	King County Law Library King County Library System Pierce County Law Library Pierce County Library System Seattle University Law Library Tacoma Public Library		X	C, L
San Juan	X	X	X	Lopez Island Library San Juan Island Library Seattle University Law Library	X	X	
Skagit	X	X	X	King County Law Library Skagit County Law Library Snohomish County Law Library Western Washington University Libraries	X		C, L
Skamania		X	X	Fort Vancouver Regional Library Seattle University Law Library	X		

Washington County Codes							
Jurisdiction	GMA	WSLL	UW Law Library	Other Locations	MRSC Library	MRSC Web	CD Law or Lexis
Snohomish	X	X	X	Everett Public Library King County Law Library King County Library System Seattle University Law Library Sno-Isle Regional Library	X	X	C, L
Spokane	X	X	X	Gonzaga University Law Library King County Law Library Spokane County Law Library Spokane County Library District Spokane Public Library Stevens County Rural Library District	X	X	
Stevens	X			Ordinances & resolutions at Stevens County Commissioners			
Thurston	X	X	X	Evergreen State College Library King County Law Library Pierce County Law Library Seattle University Law Library Timberland Regional Library	X	X	
Wahkiakum		X	X		X		
Walla Walla	X	X	X	Walla Walla Public Library	X	X	
Whatcom	X	X	X	Bellingham Public Library Bellingham Technical College Library King County Law Library Whatcom Community College Library Whatcom County Law Library Whatcom County Library System	X	X	C, L
Whitman		X	X	Seattle University Law Library	X		
Yakima	X	X	X	Yakima Valley Regional Library	X	X	C, L

Appendix III: Library and Office Directory

Contact the library to inquire about hours and resources before you go. You may need an appointment to use material at an office or special library. Large library systems may hold a county or city code in one particular branch only. The addresses and phone numbers listed are for the main branch.

Bellingham Public Library

PO Box 1197
210 Central Ave.
Bellingham, WA 98225
(360) 676-6860

Bellingham Technical College Library

3028 Lindbergh Ave.
Bellingham, WA 98225-1599
(360) 715-8383

Camas Public Library

421 NE Franklin St.
Camas, WA 98607-2119
(360) 834-4692

Central Washington University Library

400 E 8th Ave.
Ellensburg, WA 98926-7548
(360) 963-3682

Clallam County Law Library

223 E 4th St.
Port Angeles, WA 98362-0149
(360) 417-2287

Clark College Library

1800 E McLoughlin Blvd.
MS 26
Vancouver, WA 98663-3598
(360) 992-2151

Clark County Law Library

PO Box 5000
1200 Franklin
County Courthouse
Vancouver, WA 98668
(360) 397-2268

Clerk of the King County Council

King County Courthouse
516 3rd Ave.
Room 1025
Seattle, WA 98104
(206) 296-1020

Columbia Basin College Library

2600 N 20th Ave.
Pasco, WA 99301
(509) 547-0511

Eastern Washington University Libraries

816 F St.
MS 84
Cheney, WA 99004
(509) 359-6263

Edmonds Community College Library

20000 68th Ave. W
Lynnwood, WA 98036
(206) 640-1529

Ellensburg Public Library

209 N Ruby St.
Ellensburg, WA 98926-3338
(509) 962-7250

Everett Public Library

2702 Hoyt Ave.
Everett, WA 98201-3556
(425) 257-8000

Evergreen State College Library

L2300
2700 Evergreen Parkway NW
Olympia, WA 98505-0002
(360) 867-6580

Fort Vancouver Regional Library

1007 E Mill Plain Blvd.
Vancouver, WA 98663-3599
(360) 695-1561

Gonzaga University Law Library

721 N Cincinnati St.
Spokane, WA 99202
(509) 484-6092

Highline Community College Library

PO Box 98000
2400 S 240th St.
Des Moines, WA 98198-8000
(206) 878-3710, Ext. 3234

King County Archives

1215 E Fir St.
Seattle, WA 98122
(206) 296-1538

King County Law Library

W 621 County Courthouse
516 3rd Ave.
Seattle, WA 98104
(206) 296-0940

King County Library System

1111 110th Ave. NE
Bellevue, WA 98004
(425) 450-1765

King County Recorder

311 King County Administration Bldg.
500 4th Ave.
Seattle, WA 98104
(206) 296-1570

Kitsap Regional Library

1301 Sylvan Way
Bremerton, WA 98310-3498
(360) 377-7601

Longview Public Library

1600 Louisiana St.
Longview, WA 98632-2993
(360) 577-3380

Lopez Island Library

PO Box 770
2225 Fisherman Bay Rd.
Lopez Island, WA 98261
(360) 468-2265

Mid-Columbia Library

1620 S Union
Kennewick, WA 99338
(509) 783-7878

Municipal Research & Services Center Library

1200 5th Ave.
Suite 1300
Seattle, WA 98101-1059
(206) 625-1300

Neill Public Library, Pullman

210 N Grand Ave.
Pullman, WA 99163-2693
(509) 334-4555

North Central Regional Library

238 Olds Station Rd.
Wenatchee, WA 98801-8103
(509) 663-1117

North Olympic Library System

2210 S Peabody St.
Port Angeles, WA 98362-6598
(360) 417-8501

North Seattle Community College Library

9600 College Way N
Seattle, WA 98103-3599
(206) 527-3607

Olympic College Library

1600 Chester Ave.
Bremerton, WA 98337-1699
(360) 475-7266

Pierce County Law Library

1A-105 County City Bldg.
930 Tacoma Ave. S
Tacoma, WA 98402-4470
(253) 798-7494

Pierce County Library System

3005 112th St. E
Tacoma, WA 98446-2215
(253) 536-6500

Port Townsend Public Library

1220 Lawrence St.
Port Townsend, WA 98368
(360) 385-3181

Renton Public Library

100 Mill Ave. S
Renton, WA 98055-2126
(425) 430-6610

Richland Public Library

955 Northgate Dr.
Richland, WA 99352-3539
(509) 942-7450

San Juan Island Library

1010 Guard St.
Friday Harbor, WA 98250
(360) 378-2798

Seattle City Clerk's Office

600 4th Ave.
Room 104
Seattle, WA 98104-1892
(206) 684-8344

Seattle Municipal Archives

600 4th Ave.
Room 104
Seattle, WA 98104
(206) 684-8353

Seattle Public Library

800 Pike St. (until 2003)
Seattle, WA 98101
(206) 386-4636

Seattle University Law Library

900 Broadway
Seattle, WA 98122-4340
(206) 398-4220

Skagit County Law Library

205 W Kincaid #104
Mount Vernon, WA 98273-3879
(360) 336-9324

Snohomish County Law Library

3000 Rockefeller
MS 703
Everett, WA 98201-4046
(425) 388-3010

Sno-Isle Regional Library

19200 44th Ave. W
Lynnwood, WA 98036
(425) 778-2148

Spokane County Law Library

421 W Riverside Ave.
Suite 1020
Spokane, WA 99201-0402
(509) 477-3680

Spokane County Library District

4322 N Argonne Rd.
Spokane, WA 99212-1853
(509) 924-4122

Spokane Public Library

906 W Main Ave.
Spokane, WA 98201-0976
(509) 444-5300

Stevens County Rural Library District

PO Box 744
4000 Cedar St.
Loon Lake, WA 99148
(877) 251-3300 (toll free)
(509) 233-9621

Tacoma Public Library

1102 Tacoma Ave. S
Tacoma, WA 98402-2098
(253) 591-5666

Timberland Regional Library

415 Airdustrial Way SW
Olympia, WA 98501-5799
(360) 943-5001

University of Washington Gallagher Law Library

1100 NE Campus Parkway
Seattle, WA 98105-6617
(206) 543-4086

University of Washington Libraries

Box 352900
Seattle, WA 98195-2900
(206) 543-0240

Walla Walla College Library

104 SW Adams St.
College Place, WA 99324
(509) 527-2133

Walla Walla Public Library

238 E Alder St.
Walla Walla, WA 99362-1967
(509) 527-4388

Washington State Law Library

Temple of Justice
PO Box 40751
Olympia, WA 98504-0751
(360) 357-2136

Washington State Library

415 15th Ave SW
PO Box 42460
Olympia, WA 98504-2460
(360) 753-5592

Washington State University Libraries

PO Box 645610
Pullman, WA 99164-5610
(509) 335-9671

Western Washington University Libraries

516 High St.
MS 9103
Bellingham, WA 98225-9103
(360) 650-3049

Whatcom Community College Library

237 W Kellogg Rd.
Bellingham, WA 98226-8003
(360) 647-3266

Whatcom County Law Library

311 Grand Ave.
Suite B-03
County Courthouse Basement
Bellingham, WA 98225
(360) 676-6556

Whatcom County Library System

5205 Northwest Rd.
Bellingham, WA 98226-9092
(360) 384-3150

Whitman County Library System

S 102 Main St.
Colfax, WA 99111-1892
(877) 733-3375 (toll free)
(509) 397-4366

Yakima Valley Regional Library

102 N 3rd St.
Yakima, WA 98901-2705
(509) 452-8541